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Executive Registry
4-25866

PERSONAL SERVICE CONTRACT

Contract No. _____

I. Subject to the conditions stated on the back hereof, the Central Intelligence Agency as represented by its Personnel Director or his designee and _____, hereby
(hereinafter referred to as the Contractor)
contract for the personal services of the Contractor as follows:

- a. For Temporary Employment.
- b. Duration of Contract: From _____ to _____
for such hours of employment as shall be mutually agreed upon
between the Agency and the Contractor.
- c. Rate of Compensation: \$ _____ per hour, WAE (For actual hours
worked).
- d. Contractor ☐ is ☐ is not a retired civilian employee of
the United States.
- e. Contractor ☐ is ☐ is not a retired officer of the Armed
Services of the United States.
- f. Date of appointment affidavits _____.
- g. Nature of personal services to be rendered:
 - (1) ☐ Stenographic and Typing.
 - (2) ☐ Typing only.
 - (3) ☐ Clerical only.
 - (4) ☐ Typing and Clerical.

II. The Contractor agrees to perform the foregoing personal services in
an efficient manner and to the best of his ability.

Dated at Washington, D. C.

Contractor _____

this ____ day of ____ 19__.

Address _____

Personnel Officer _____

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CONDITIONS

1. Payment:

a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (SF 1130) showing the actual hours of service, signed and approved by the official to whom Contractor is responsible.

b. The Contractor shall be entitled to overtime and night differential payments in accordance with established government regulations.

2. Contractor shall accrue annual and sick leave in accordance with applicable law.

3. Contractor shall not be eligible to participate either in the Agency-sponsored Insurance program or the Credit Union.

4. Contractor shall be covered by the Federal Employees Compensation Act.

5. Contractor shall not be entitled to any retirement benefits for the services performed under this Agreement. Therefore, no retirement deductions will be made from the salary payable hereunder nor will any credits be entered for the time performed under this Contract.

6. The Government shall withhold the appropriate Federal Income Tax and deposit with the Bureau of Internal Revenue in Contractor's behalf. The Contractor shall execute the necessary Form W-4 Exemption Certificate required for this purpose.

7. This Contract may be terminated at the option of the Contractor or the Agency.

8. The Contractor shall not be considered a regular employee of the Government. He shall be vested only with those rights, privileges, benefits, prerogatives and duties which are recited in this Contract.

9. Contractor shall be subject to the provisions of the Social Security Act.

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EXCEPTION

1. Paragraph 5c states that part-time employment of other than dependents of Agency personnel, as defined in the paper, is not practicable since the clearance expense would negate the results obtained. There may be many reasons for an Agency policy against part-time employment of persons, other than sons, daughters, wives or husbands of Agency employees. However, it is believed that the clearance expense is not of sufficient importance, in itself, to prevent the Agency from entering into a part-time employment program of persons, other than those mentioned above.

2. It is, therefore, believed that a more detailed study of the problem of part-time employment of clerical personnel should be made before such a conclusion is reached. This is believed particularly necessary if it is determined that the provisions of this paper will not solve the immediate shortage of clerical personnel as set forth in the paper.

Sheffield Edwards
Colonel, GSC
Director of Security

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